INSTRUCTIONS REGARDING ACTION TO BE TAKEN ON THE DEATH OF HIGH DIGNITARIES

MINISTRY OF HOME AFFAIRS
PREFACE

This pamphlet embodies the decision of the Government of India regarding action to be taken on the death of high dignitaries in India, e.g., announcement regarding Death, State Mourning, Half-masting of National Flags, Closing of Central Government Offices and State Funeral. It is hoped that this will be of help to authorities concerned for taking necessary action on such occasions.
CHAPTER I (GENERAL)

SECTION 1

INTIMATION

1.1. In the event of the death of a Union dignitary, namely, the President, Vice-President, Prime Minister, Speaker of the Lok Sabha, Chief Justice of India, Cabinet Minister, Minister of State or Deputy Minister of the Union, the Secretary of the dignitary concerned will inform the Secretary of Ministry of Home Affairs at once about the death. In case the death of the dignitary takes place while on tour in India, the local District Officer will be informed, and, it shall be his duty to inform the Chief Secretary of the State Government/U. T and Secretary, Ministry of Home Affairs. Chief Secretary on receipt of information, will also inform Secretary, Ministry of Home Affairs. In respect of a former President as well as State dignitaries, namely, Governor and Chief Minister, the Chief Secretary of the State Government concerned will at once send intimation to the Secretary, Ministry of Home Affairs about the death.

1.2. The Ministry of Home Affairs will send an official communication about the death of Central dignitaries to the State Governments, Secretaries to Governors, L. Gs., Chief Commissioners and Administrators of Union Territories by crash wireless messages or most immediate telegrams and also inform all Ministries/Departments of the Government of India and Supreme Court etc.

1.3. The Ministries and Departments referred to in Para 1.2 will in turn, inform all authorities subordinate to and/or under them. The State Government and Union Territory Administrations will also inform all authorities located in the State/Union Territory.

1.4. Simultaneously with the issue of the official communication the Ministry of Home Affairs will inform the *AIR and *Doordarshan who will announce the death/official mourning of the dignitary immediately on receipt of intimation from the Home Ministry. The Heads of Department/Offices of the Central Government located in

*Director-General, A. I. R.
Director-General, Doordarshan
and outside Delhi will take action accordingly on the basis of such an announcement, in case they have not otherwise received officially the news about the death earlier from the Ministry of Home Affairs or State Government/Union Territory Administration.

1-5. The External Affairs Ministry will communicate the information to all Foreign Missions in India and Indian Missions abroad.

SECTION II

STATE MOURNING

2-1. State mourning will be observed throughout India in the event of the death of the President, Prime Minister or the former President.

2-2. State mourning will be observed within the State concerned in the event of the death of a Governor and at the discretion of the State Government, in the event of the death of a Chief Minister of the State Government concerned.

2-3. Ordinarily, there will be no State mourning in the event of the death of any other dignitary but in individual cases the Central Government may issue special instructions.

2-4. There will be no official entertainment during the period of State mourning.

2-5. The National Flag will be flown at half-mast during the period of State mourning, as indicated in section IV.

SECTION III

STATE FUNERAL

3-1. A State funeral will be accorded in the event of the death of the President, Prime Minister, a former President or a Governor.

3-2. No State funeral will be accorded in the event of the death of any other dignitary but in individual cases Central Government may order a State funeral.

3-3. A State funeral will be attended by all the Gazetted officers of Government who may be present in the station. Service personnel will wear dress as for State functions.
3.4. Arrangements for the State funeral will be made by the Ministry of Defence on receipt of information from the Ministry of Home Affairs. In the case of the death of any person mentioned in Para. 3.1, Ministry of Defence should proceed to make necessary arrangements without waiting for information from Ministry of Home Affairs. (The detailed procedure for State funeral is given in the Annexure).

SECTION IV
HALF-MASTING OF NATIONAL FLAGS

4.1. In the event of the death of the following dignitaries the National Flag will be half-masted at the places indicated against each on the day of the death of the dignitary:

**Dignitaries**

<table>
<thead>
<tr>
<th>Union dignitaries:</th>
<th>Place or Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Throughout India</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Delhi</td>
</tr>
<tr>
<td>Prime Minister</td>
<td>Delhi</td>
</tr>
<tr>
<td>Former President</td>
<td>Delhi</td>
</tr>
<tr>
<td>Speaker of the Lok Sabha</td>
<td>Delhi</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Justice of India</th>
<th>Delhi and State Capitals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Cabinet Minister</td>
<td>Delhi</td>
</tr>
<tr>
<td>Minister of State or Deputy Minister of the Union</td>
<td>Delhi</td>
</tr>
</tbody>
</table>

**State dignitaries**

<table>
<thead>
<tr>
<th>Governor</th>
<th>Throughout the State or Union Territory concerned.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lt. Governor</td>
<td></td>
</tr>
<tr>
<td>Chief Minister of a State</td>
<td></td>
</tr>
<tr>
<td>Chief Minister of a Union Territory</td>
<td></td>
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<tr>
<td>Chief Executive Councillor, Delhi</td>
<td></td>
</tr>
<tr>
<td>Cabinet Minister in a State</td>
<td>Capital of the State concerned</td>
</tr>
</tbody>
</table>

NOTE—"Delhi" means the area under the jurisdiction of the Delhi Municipal Corporation, the New Delhi Municipal Committee and the Delhi Cantonment Board.
4.2. If the intimation of the death of any dignitary is received in the afternoon, the flags will be half-masted on the following day also at the place or places indicated above, provided the funeral has not taken place before sun-rise on that date.

4.3. On the day of the funeral of a dignitary mentioned in Para. 4.1 the flags will be half-masted at the place where the funeral takes place.

4.4. When State mourning is observed on the death of any dignitary, the flags will be half-masted throughout the period of mourning throughout India in the case of the Union dignitaries and throughout the State concerned in the case of a State dignitary.

SECTION V

SPECIAL PROVISIONS WITH REGARD TO NATIONAL DAYS AND NATIONAL WEEK

5.1. Notwithstanding the earlier provisions of this Chapter:—
(a) no State mourning shall be observed on the Republic Day, Independence Day and Mahatma Gandhi's Birth Day as these are days of National rejoicing. If any such day falls within a period of State mourning, the mourning shall be interrupted on such day and the unexpired period of mourning shall be observed immediately following the interruption.

(b) there shall be no half-masting of the National Flag on any of the days aforesaid, but if a National Flag is flown on the building where the body of the deceased dignitary is lying that Flag shall be half-masted until such time as the body is removed, and the flag shall be raised to the full-mast position after the body has been removed; and

(c) even though State mourning is interrupted on any such day, official entertainments scheduled on that day shall be cancelled, but other official programmes may be proceeded with.

NOTE: There is no bar to the observance of State mourning and half-masting should be observed also for the same on any day of the National Week (From 6th April to 13th April) or on other days when the Republic Day celebrations take place, namely, 25th, 27th, 28th and 29th January.
SECTION VI

CLOSING OF CENTRAL GOVERNMENT OFFICES

61. Closing of Central Government offices on the death of high dignitaries are indicated below:—

President—On the day on which death occurs and also on the day of the funeral throughout India;

Vice-President—On the day on which death occurs throughout India; and at the place where the funeral takes place, for half-a-day on the day of the funeral;

Prime Minister—On the day on which death occurs and also on the day of the funeral throughout India;

Former President—On the day of the funeral throughout India.

Union Cabinet Minister—For half-a-day in Delhi and if the funeral takes place outside Delhi, for half-a-day at the place where the funeral takes place.

Minister of State/Deputy Minister of the Union—Offices under the direct charge of the deceased Minister will be closed for half-a-day in Delhi and if the funeral takes place outside Delhi, for half-a-day at the place where the funeral takes place.

Governor or Chief Minister of a State—In the capital of the State concerned for half-a-day; if the death occurs at a place outside the State capital, also for half-a-day at that place; and if the funeral takes place at any other place, for half-a-day at the place where the funeral takes place.

62. Industrial establishments of the Central Government are not to be closed on the death of any high dignitary except that in the event of the death of the President, such establishments will remain closed only on the day of the funeral at the place where the funeral takes place. That day will also be declared as a public holiday at that place under the Negotiable Instruments Act, 1881. No public holiday will be declared under that Act on the death of any other dignitary.
6.3. In the event of the death of a State or Union Territory dignitary, the State Government or Administration concerned will take its own decisions for the closure of its offices. The offices and the industrial establishments of the Central Government are not required to follow suit in such cases, but in the event of the death of a Governor or a Chief Minister of a State, such offices (but not industrial establishments) should be closed in accordance with Para 6.1.

6.4. If the intimation of the death of the President, Vice-President, Prime Minister or former President is received after office hours, Central Government offices will be closed throughout India on the following day if it is otherwise a working day.

6.5. If intimation of the death of the President, Vice-President, Prime Minister or former President is received during office hours late in the afternoon, offices will be closed for rest of the day but if it is not possible to effect closure for more than three hours, Ministry of Home Affairs may issue instructions for closing the offices on the following day also if it is otherwise a working day.

6.6. In the event of the death of a Union Cabinet Minister the Ministry of Home Affairs will intimate the particular half day when offices at Delhi and at the place of the funeral may remain closed.

6.7. In the event of the death of a Union Minister of State or Deputy Minister, the concerned Ministry or Department will determine the particular half day when their offices may remain closed at Delhi and at the place of the funeral. The closure should be so adjusted to enable officers and staff of the Ministry or Department concerned to pay homage to the deceased or attend the funeral.

6.8. In the event of death of a Governor or Chief Minister of a State the particular half day when the offices may remain closed will be determined by the Heads of local offices in consultation with the Chief Secretary of the State Government.
6.9. In the event of the death of the President or Prime Minister, offices and industrial establishments of the State Governments and Governments/Administrations of Union Territories will follow the above instructions. These offices need not be closed in the event of the death of any other union dignitary.

6.10. In the event of the death of an Administrator or Chief Minister or other Minister of a Union Territory, the Government/Administration of the Union Territory concerned may take its own decision regarding closure of its offices. Other Central Government offices in the Union Territories will not be closed on such occasions.

6.11. Closure of the Supreme Court, High Court and the Court of the Judicial Commissioner on the death of high dignitaries is governed by the orders issued by the Court itself. Closure of the Subordinate Courts in the States and the Union Territories is also governed by the orders issued by the High Court or the Court of the Judicial Commissioner, as the case may be:

In the event of the death of the President or the Prime Minister the Registrars of the Supreme Court/High Court/Court of the Judicial Commissioner have been requested to move the concerned Court to follow these instructions in order to maintain uniformity.

CHAPTER II (PROCEDURE IN INDIVIDUAL CASES)

7. The following procedure will be observed on the death of high dignitaries in India, viz., President, Vice-President, Prime Minister, former President, Speaker of the Lok Sabha, Chief Justice of India, Union Cabinet Minister, Minister of State or Deputy Minister of the Union, Governor, Chief Minister of the State:

President

8.1. In the event of the death of the President, the Ministry of Home Affairs will take action as follows:

1) Issuing of gazette notification extraordinary (Black-bordered) announcing the death;
2) Declaring State mourning throughout India for a period of 13 days;
3) Issuing instructions for half-masting of the National Flags throughout India for the duration of the State mourning; and
(4) Issuing of orders for—
(a) closing of all offices of the Central Government throughout India on the day of the death and on the day of funeral,
(b) closing of industrial establishments of the Central Government at the place where the funeral takes place; and
(c) declaring a public holiday under the Negotiable Instruments Act, 1881 at the place where the funeral takes place, if it is not already a public holiday.

8:2. Ministry of Defence will arrange in consultation with the Secretary to the President for the State funeral with full military honours and firing of minute guns 21 in number at the time of the funeral.

(Detailed instructions for the funeral are given in the Annexure)

8:3. Secretary to the President will obtain instructions of the Acting President about issuing of obituary notification on behalf of the President to be published in the gazette extraordinary (Black bordered).

Vice-President

9:1. In the event of the death of the Vice-President the Ministry of Home Affairs will take the following action—

(1) Issuing of gazette notification extraordinary (black bordered) announcing the death;

(2) Issuing of instructions for half-masting of National Flags throughout India on the day of the death and on the day of the funeral at the place where the funeral takes place; and

(3) Issuing of orders for closing of all offices of Central Government throughout India on the day of the death and for closing these offices for half-a-day at the place where the funeral takes place.
9.2. Secretary to the President will obtain instructions of the President as to whether any obituary notifications is to be issued in the gazette of India extraordinary (Blackbordered).

Prime Minister

10.1. In the event of the death of the Prime Minister, the Ministry of Home Affairs will take the following actions—

(1) Issuing of gazette notification extraordinary (Blackbordered) announcing the death;

(2) Declaring State Mourning throughout India for a period of 12 days;

(3) Issuing of instructions for half-masting of the National Flags throughout India for the duration of the State Mourning; and

(4) Issuing of orders for closing of all offices of the Central Government throughout India on the day of the death and on the day of funeral.

10.2. Ministry of Defence will arrange in consultation with the Secretary to the President, Prime Minister for the State Funeral with full Military honours (Detailed instructions for the funeral are given in the Annexure).

10.3. Secretary to the President will obtain instructions of the President about issuing of obituary notification on behalf of the President to be published in the gazette extraordinary (Blackbordered).
Former President

11.1. In the event of the death of a former President the Ministry of Home Affairs will take the following actions:—

1. issuing of gazette notification extraordinary (black-bordered) announcing the death;
2. declaring State Mourning throughout India for a period of 7 days;
3. issuing of instructions for half-masting of the National Flags throughout India for the duration of the State Mourning;
4. issuing of orders for closing of all offices of Central Government in India for one day—On the day of the death if funeral takes place on the same day otherwise on the day of the funeral; and
5. issuing of obituary notification in the gazette of India extraordinary in the (Black bordered).

11.2. Ministry of Defence will arrange for State funeral with full military honours in consultation with the Chief Secretary to the State Government/Union Territory concerned where the former President is residing (Detailed instructions regarding the funeral are given in the Annexure).

Governor

12.1. The State Government concerned will take action as follows:—

1. issuing of gazette notification extraordinary (black bordered) announcing the death; and
2. observing State mourning within the State for a period not exceeding 7 days as the State Government may decide.

12.2. National Flags will be flown at half-mast during the period of State Mourning on all buildings where they are flown regularly within the State.
12.3. Central Government officers will be closed:—
(a) in the capital of the State concerned for half a day;

(b) in death occurs at a place outside the State Capital, also for half a day at that place; and

(c) if the funeral takes place at any other place, for half-a-day at the place where the funeral takes place.

The particular halfday when the offices of the Central Government may remain closed will be determined by the Heads of local offices in consultation with the Chief Secretary of the State Government.

12.4. The State Government concerned will make arrangements for the State funeral with full military honours in consultation with the Secretary to the Governor and local military authorities. (Detailed instructions regarding the funeral are given in the annexure).

12.5. The Chief Secretary of the State Government concerned will announce the date, time and place of the funeral and will communicate the details thereof to:

(a) President, Vice-President, Prime Minister and the Secretaries to the Ministers of Home Affairs, Defence and External Affairs; and

(b) the State Governments, Secretaries to Governors/Lt. Governors, and Chief Commissioners/Administrator by Crash Wireless Message or Most Immediate Telegram.

12.6. The Ministry of External Affairs will arrange to inform all Diplomatic Missions at Delhi who have Diplomatic/Consulate Offices in the State capital concerned.

12.7. The Ministry of Home Affairs will prepare an obituary notification for the consideration of the President and when approved, publish it in the Gazette extraordinary (Blackbordered).
Chief Justice of India

13. In the event of the death of the Chief Justice of India the Ministry of Home Affairs will take the following action:

(1) Issuing of gazette notification extraordinary (black bordered) announcing the death, and

(2) Issuing of instructions for half-masting of National Flag in Delhi on the day of the death and on the day of funeral at the place where the funeral takes place.

Speaker of the Lok Sabha

14. In the event of the death of the Speaker of the Lok Sabha the Ministry of Home Affairs will take the following action:

(1) Issuing of gazette notification extraordinary (black bordered) announcing the death; and

(2) Issuing of instructions for half-masting of National Flag in Delhi on the day of the death and on the day of the funeral takes place.

Cabinet Ministers of the Union

15. In the event of the death of a Cabinet Minister of the Union, the Ministry of Home Affairs will take the following action:

(1) Issuing of gazette notification extraordinary (black bordered) announcing the death;

(2) Issuing of instructions for half-masting of National Flag in Delhi and Capitals of State/Union Territories on the day of the death and on the day of the funeral at the place where the funeral takes place;

(3) Issuing of orders for closing all offices of Central Government for half a day in Delhi and also at the place where the funeral takes place; and

(4) Issuing of obituary notification in the extraordinary gazette of India (black bordered).
Chief Minister

16.1 The State Government concerned will take action as follows:—

(1) issuing of gazette notification extraordinary (black-bordered) announcing the death; and

(2) ordinarily there will be no State mourning but in individual cases the State Government concerned may order State mourning within the State for not more than 7 days.

16.2 National Flag will be flown at half-mast on the day of death throughout the State concerned and on the day of funeral at the place where funeral takes place. If State mourning is ordered the Flag will be half-masted during the entire period of mourning within the State.

16.3 Central Government offices will be closed—

(a) in the capital of the State concerned for half a day;

(b) if death occurs at a place outside the State capital, also for half a day at that place;

(c) if the funeral takes place at any other place, for half a day at the place where the funeral takes place;

The particular half day when the offices of the Central Government may remain closed will be determined by the Head of local offices in consultation with the Chief Secretary of the State Government.

Ministers of State or Deputy Ministers of the Union

17.1 In the event of death of a Minister of State or Deputy Minister of the Union, the Minister of Home Affairs will take the following action:—

(1) issuing of gazette notification extraordinary (Black-bordered) announcing the death;

(2) issuing of instructions for half-masting of National Flag in Delhi on the day of death and on the day of funeral at the place where the funeral takes place; and

(3) issuing of obituary notification in the extraordinary gazette of India (Black-bordered).
17.2. Offices of the Central Government under the direct charge of the deceased Minister will be closed for half a day in Delhi and if the funeral takes place outside Delhi for half a day at the place where the funeral takes place. The concerned Ministry/Department will determine the particular half day when their offices would remain closed at Delhi and at the place of the funeral.

Cabinet Ministers in State
18.1. The State Government concerned will issue a gazette notification extraordinary (Black bordered) announcing the death.

18.2. National Flag will be flown at half-mast on the day of death in the capital of the State concerned and on the day of funeral at the place where funeral takes place.

Dignitaries of Union Territories
19.1. In the event of the death of a Lieutenant Governor or the Chief Minister of Union Territory or of the Chief Executive Councillor of Delhi, the Union Territory concerned will issue a gazette notification extraordinary (black bordered) announcing the death.

19.2. National Flag will be flown at half-mast on the day of death throughout the Union Territory concerned and on the day of funeral at the place where the funeral takes place.

Foreign Dignitaries
20.1. In the event of death of any Head of Foreign State or any high dignitary or any other important person of a foreign State, the Ministry of External Affairs will take a decision about half-masting of the National Flag and where necessary, observance of State Mourning and communicate the decision to the Ministry of Home Affairs who will issue necessary instructions in the matter.

20.2. In the event of the death of a foreign dignitary, if the day on which State mourning and half-masting would normally have been observed falls on the Republic Day, Independence Day or Mahatma Gandhi's Birthday, instructions in this behalf will be observed on the following day.
ANNEXURE

DETAILED PROCEDURE FOR STATE FUNERAL

General

1. A State Funeral, as apart from a purely Military Funeral, will be accorded to any dignitary when ordered by the Government of India.

Before the arrangements are made for the funeral, and after the customary/religious rituals have been performed, the body will lie in State to enable last homage being paid to the deceased.

In the case of the death of the President a vigil party from the Senior Officers of the three services down to the rank of Brigadier and equivalent will be on vigil duty while the body is lying in State.

2. The main procession will normally start from the residence of the deceased or the place where the body is lying. But if the mortuary is too far away from the place of burial/cremation or unsuitable for the procession to form up, another suitable place will be selected where the main procession will form up. The body up to this selected place will be brought escorted by a small party in vehicles. Suitable barricades may be erected at this place. This will enable the cortège carrying the body to join the procession that is already formed up.

3. Procedure before Procession starts—The order of forming up at deceased's residence is given at Appendix 1.

Following points are for clarification—

(a) The main procession will normally be formed up on the road. The point from which the procession will start should be earmarked and suitably barricaded.

(b) The Chief mourners, bearers and Pall bearers will be inside the building, where the body will lie.

(c) The carriage will be just outside the building with the firing party or a detachment from the leading escort as the case may be on the right or left of the carriage depending on the direction in which the carriage is to move.
(d) Mourners who have to lay wreaths will be behind the carriage and the firing party.

(e) Depending upon the availability of troops locally, the route of the funeral procession will be lined for appropriate distances both at the beginning and at the end, except for the President for whom the entire route as far as possible will be covered.

(f) The strength of the escort to move the funeral procession is laid down in Appendix V: "The prescribed escorts are the arming and not a compulsory requirement and these will be inclusive of all personnel i.e. Pall Bearers, Bearer, Bandman and Firing party."

4. The coffin suitably draped by a National Flag of the appropriate size will be brought out by the bearers, accompanied by pall bearers and followed by the chief mourners.

5. As the body is brought out of the building, all those near the carriage will come to attention. The firing party will "present arms", when officers in uniform will salute. The firing party will then "reverse arms as the coffin is placed on the carriage. Officers in uniform will salute. When the coffin has been properly placed on the carriage, the mourners will lay the wreaths in order of precedence and then proceed to join other mourners lining the road.

6. The carriage is now ready to move off. The firing party or leading detachment and the reminder of the leading portion of procession will pass through the mourners and band the drummers (With drums muted) who will have formed up in two ranks facing inwards, 2 paces interval between men and 8 paces distance between ranks.

*Note — A gun carriage will a flat board on top will be used as far as possible to add solemnity to the occasion. Ropes may also be provided on the hearse in enable the mourners to pull the carriage. At places other than the Capital, if the flat boards are not locally available, these may be ordered from such places as possible.
7. If the procession is to start from a selected place, the procedure will be as follows—

(a) The order of forming up is given at Appendix II

(b) The order of march from the residence of the deceased to the selected place will be as follows—

Motor Cyclists
Escort—Max. two Jeeps
Vehicle carrying body

Bearers
Pall bearers
Chief mourners

IN VEHICLES

Rear escort—Max. two jeeps.

(c) The rest of procedure will be the same as in paragraphs 5 to 6 above.

The Procession

8. The order of march of the procession is given at Appendix III

9. After laying the wreaths, the mourners will join the other mourners lining up the road, the Officer/N.C.O.-In-charge of firing party will give the command 'right' or 'left turn'—'slow march'. The carriage will follow the firing party.

10. The front escort will move off in 'slow time' and resume its correct position, i.e., in front of the firing party.

11. The mourners and band and drummers will get in to their proper position in the procession as the firing party or leading detachment and the remainder of the leading portion of the procession passes between their ranks. The officers in uniforms will salute as the carriage carrying the body passes them.

12. The band and drums will begin to play the 'Dead March' after joining the procession and when 300 yards from the mortuary and continue for such a distance as the officer-in-charge may have ordered before marching off. The firing party or leading detachment will receive the command 'Quick March' (The remainder conforming) when the band/drummers cease playing.
When at a convenient distance from the cemetery/cremation ground and at the instance of the office-in-charge, the Officer/N.C.O.-in-charge of the firing party or leading detachment will give the command 'Slow March' and the band/drummers will again being playing.

13. Troops lining up the route will be at the 'Order Arms'. As the funeral procession comes into view they will be at 'Rest on your Arms Reversed'. They will 'Present Arms' as the head of the funeral procession approaches them and 'revert to 'Rest on your Arms Reversed', with the passing of the procession. When the procession is out of sight, the troops will resume the position of 'Order Arms' and await further instructions for dispersal.

14. Troops lining up, who are part of the Escort, will join in behind the rear Escort as it passes through them.

15. When marching in slow time, arms will be carried at the reverse, in quick time at the reverse trial, (but forward, sling uppermost). During the march, arms may be changed, but the party will NOT march at ease.

Procedure at Cremation/Burial Ground

16. Arrival at the place of Cremation/Burial:
   (a) When the head of the procession arrives near the cremation/burial ground, the ranks of the firing party or leading detachment and the band and drums will open out to 6 paces distances and on order of the Officer/N.C.O.-in-charge 'half-turn inwards', 'rest on their arms reversed'.

   (b) Leading motor cyclists will move to the car park.

   (c) Front escort will line up the remainder of the route and thicken the cordon around the cremation/burial ground. The rear escort may also be used for cordonning the area.

   (d) The coffin is then moved by the bearers and carried head end/feet-end foremost in accordance with the religious practice and local custom.

   (e) The vehicles of the V.I.Ps. accompanying the procession will proceed to the car park.
17. The order of procession will now be—
Pandit/Granthi/Moulvi, etc.
Coffin with bearers and Pall bearers
Mourners
Band and drums
Firing Party/Detachment

18. The order of forming up at the cremation/burial ground is given at Appendix IV.

Procedure during Cremation Burial

19. Before fire is set to the pyre or the coffin is lowered into the grave, the flag, head dress, side arms and wreaths will be removed.

20. During this time, if the deceased is Hindu, Sikh, selected bhajans may be sung by the bhajan party.

21. (1) In the case of the death of a serving President, the following procedure should be observed—

(a) Minute Guns—21 Minute Guns will be fired when the body is being conveyed to the burning ghat or burial place. The first round will be fired when the body is placed on the gun carriage and the carriage starts moving.

(b) Gun Salute—Gun Salute of 21 guns will be fired when the pyre is lit or the body is laid in the grave.

22. After the volleys of small arms fire and when authorise the Gun Salute, have been fired the buglers will sound the 'Last Post'—a short interval of approximately 5 seconds duration—then the 'Reveille'. During the sounding of these calls, all will stand to attention. 'Firing Party/Detachment' will fix bayonets and present arms. Officers will remain at the Salute during the sounding of the Last Post and the Reveille.
Procedure at the conclusion of the ceremony

23. The band and drums will move off followed by the firing party/detachment, mourners and the rest inside the enclosure in that order. Service personnel when matching off the enclosure will get into three without any word of Command having been given.

24. The firing party will unfix bayonets at the first opportunity after having the cremation/burial grounds. The band will NOT play nor the drums beat until the party is entirely clear of the cremation/burial ground.

25. The mourners will move off to their respective Car Parks after coming out of the enclosure.

26. The portion of Escort not required for cordonning any more will also move off.

General Instructions

27. In making check list of the arrangements for lying in State an effort should be made to ensure that the following requirement are fulfilled as far as possible in view of the circumstances:

(i) The body should be placed in an open ground or large verandah on a raised mound or a platform.

(ii) The path on which the people have to file past should be broad enough to enable 4-5 persons to walk abreast.

(iii) There should be one way traffic and suitable barricades should be put up at the place where the body is lying in State.

(iv) Publicity and persuasion should be employed to keep the people moving rather than lingering near the body.

(v) The lying in State should be of as long a duration as the religious and other considerations may permit.
28. Check-list regarding the route of the procession:

(i) Traffic on the route of the procession should be stopped 15 minutes in advance.

(ii) The public should be dissuaded from accompanying the procession and it should be explained to them through advance publicity that it would be more befitting if they take up position on the route and pay their respect in an orderly manner.

(iii) The route of procession should be determined in consultation with local administrative authorities. The route should be as long as possible so that a large number of people may have a chance of paying homage. This may be broadcast in advance along with the details of the arrangements and the part the public is expected to play.

(iv) Only the cars in which the family members of the departed leader and high dignitaries are accommodated, should accompany the cortege. Ordinarily the number should not exceed five or six and these should be provided with special car park labels and their position in the procession should be fixed. Heads of the Diplomatic Mission wishing to be present at the funeral should be allowed to go in advance.

(v) Adequate arrangements should be made for photo coverage and the press. For this purpose, an open truck should be provided for cameramen and one or two buses for the accredited press correspondents—both foreign and India. Two stands—each being able to accommodate about eight persons—on three moveable step ladders should also be provided for the photographers and pressmen at the cremation grounds. Facilities to All India commentators should also be provided.
(vi) Adequate arrangements for lighting, cleanliness and sanitation should be made at the site of the cremation grounds. Details should be decided by the Co-ordinating Committee.

(vii) The cremation/burial site may be enclosed by suitable barricades, so that the principal mourners, military escort party, etc., can approach the place and take up their positions. The general public and other mourners should not be permitted to come within the barricaded enclosure. To assist in proper crowd regulation and control, suitable enclosures may be erected in reasonable proximity to enable them to watch and follow the ceremony.

Bearers and Pall Bearers

29. The Pall Bearers will march immediately on either side of the carriage, and the bearers on the outer flanks at 2 paces interval, the position of the Pall Bearers will be in order of seniority alternatively on either side of the coffin, the senior being in rear on the right-hand side, the next senior in the rear on the left-hand side and so on.

If the space does not permit, the Bearers and/or Pall bearers will march behind the coffin.

The Firing Party

30. The operation of the Firing Party will be as laid down by the Service.

Standards, Guidons or Colours

31. These will be carried by units forming part of the escort irrespective of whether the escort is wholly included in the procession or is partially employed in lining the route. No compliments will, however, be paid to them during the procession. All Standards, etc., brought out on the occasion will be duly draped in black.
32. (a) Service Personnel: As for State Functions.
   (b) Government Civil Officials: Formal dress or official dress, if any laid down.

CO-ORDINATION

33. Secretary in the Ministry of Home Affairs/Chief Secretary as the case may be will co-ordinate and exercise overall control over the arrangements made at the time of the State Funeral. For this purpose, the Home Secretary will have a Co-ordinating Committee consisting of:

(i) Home Secretary, Chairman,
(ii) Addl. Secretary, Ministry of Home Affairs
(iii) Joint Secretary, Ministry of Home Affairs, Member
(iv) Joint Secretary in charge of Ceremonials in the Ministry of Defence, Member,
(v) Chief of Protocol, Ministry of External Affairs, Member
(vi) Joint Secretary, Ministry of Information and Broadcasting, Member,
(vii) Principal Information Officer, Press Information Bureau, Member,
(viii) Additional Chief Engineer I.C.P.W.D., Member
(ix) Deputy Commissioner, Delhi, Member
(x) Inspector General of Police, Delhi, Member
(xi) Director, Intelligence Bureau, Member
(xii) Deputy Secretary, Ministry of Finance, Member
(xiii) A Senior Officer from Army Headquarter, Member
(xiv) Other members to be co-opted, if necessary.
APPENDIX 1

Forming up of procession if at the residence of the VIP

1. BAND AND DRUMMERS
2. VIP MOURNERS
3. MOURNERS IN UNIFORM
4. MOURNERS NOT IN UNIFORM

Drive from the Residence

- Firing Party/DETEC. Escort
- Cortage
- Mourners with Wreaths
- Residence of the Deceased
- Vehicles of VIPs
- Cavalary if any
- Rear Escort
- Front Escort
- Troops Lining the Route

Note: 1-4 all standing in single file facing in wards.

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APPENDIX II
Forming up of the procession if at a Selected Place

4. MOURNERS NOT IN UNIFORM

3. MOURNERS IN UNIFORM

2. VIP MOURNERS

1. BAND AND DRUMMERS

Note: 1-4 all standing in single file facing inwards
BEARERS
FAIL BEARERS
CHIEF MOURNERS

REAR ESCORT

CORTAGE ESCORT

MOURNERS WREATHS

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APPENDIX III
Order of March of the Procession when formed up

- Motor cyclists
- Escort Party
- Firing Party
- Band and Dress Drummers
- Gun Carriage and Pall Bearers
- *Bearer Party
- Chief Mourners
- VIPs in order of Precedence
- Mourners in uniform in order of seniority
- Mourners not in uniform
- Rear Escort Detachment
- Vehicles of the VIPs forming the Procession.

Note: Those in uniform will form up in threes; others in sixes depending on the width of the road, otherwise in threes.
APPENDIX V
Strength of the Escort

<table>
<thead>
<tr>
<th>Description</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>President and visiting Heads of Foreign States and Governors-General of Commonwealth countries.</td>
<td>1500</td>
</tr>
<tr>
<td>Prime Minister of Foreign and Commonwealth States, Head of Foreign and Commonwealth Missions of the rank of Ambassador/High Commissioner/Minister Plenipotentiary accredited to India.</td>
<td>1000</td>
</tr>
<tr>
<td>All others</td>
<td>500</td>
</tr>
</tbody>
</table>
IMMEDIATE

No. 3/2/97--Public
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

*New Delhi, Dated the 27th November 1997*

To

All Chief Secretaries of State Governments and Union Territory Administrations.

Subject--Declaration of Holidays on Demise of Leaders

Sir,

I am directed to forward herewith a copy of this Ministry's O.M. of even number dated the 21st November 1997 on the above mentioned subject addressed to all Ministers/Departments of Government of India for information.

Yours faithfully,

S. B. SINGH

Under-Secretary to the Government of India
OFFICE MEMORANDUM

Subject--Declaration of Holidays on Demise of Leaders

The undersigned is directed to say that the Fifth Central Pay Commission had recommended, inter alia, discontinuance of the practice of declaring a holiday on the demise of leaders and dignitaries except in the case of death of the President or Prime Minister in harness. The relevant recommendation of the Commission is reproduced below:

"Having regard to the adverse implications of closure of offices due to the demise of leaders and political personages, the imperative need to develop a more committed work ethos and culture and to the fact that there are other respectful and dignified methods of paying homage, except in the case of death of the President or Prime Minister in harness, no holidays should be declared on the demise of any other leader or dignitary.

["Para 118.20, Vol. III"]

2. The above recommendation has been accepted by the Government of India and it has been decided that no holiday may be declared in future on the demise of any leader or dignitary except in the case of death of the President or Prime Minister in harness.

3. The Ministry of Agriculture, etc. are requested kindly to comply with these instructions scrupulously and also bring these instructions to the notice of all attached and subordinate offices under their control.

4. This supersedes all earlier instructions on the subject.

(YASHWANT RAJ)
Joint Secretary to the Government of India

To
All Ministries/Departments of the Government of India